

ATTACHMENT A – Required Content of the SCSEP State Plan

At minimum, in the SCSEP stand-alone submission and the SCSEP portion of the Combined State Plan, States should comprehensively cover the following elements.

I. Economic Projections and Impact. States must:

- A. Discuss long-term projections for jobs in industries and occupations in the State that may provide employment opportunities for older workers. (20 CFR 641.302(d)). Alternately, States may discuss this in the economic analysis section of strategic plan, if submitting a Combined State Plan.
- B. Describe how the long-term job projections discussed in the economic analysis section of strategic plan relate to the types of unsubsidized jobs for which SCSEP participants will be trained and the types of skills training to be provided. (20 CFR 641.302(d))
- C. Discuss current and projected employment opportunities in the State (such as by providing information available under §15 of the Wagner-Peyser Act (29 U.S.C. 491-2) by occupation), and the types of skills possessed by eligible individuals. (20 CFR 641.325(c)).

II. Service Delivery and Coordination . States must:

- A. Provide a detailed description of what actions will be taken to coordinate SCSEP with other programs. Alternately, States may discuss this in the State strategies section of the strategic plan, but regardless of its placement in document, this section must include plans for:
 1. Actions to coordinate activities of SCSEP grantees with WIOA Title I programs, including plans for using the WIOA one-stop delivery system and its partners to serve individuals aged 55 and older. (20 CFR 641.302(g), 641.325(e))
 2. Actions to coordinate activities of SCSEP grantees with the activities to be carried out in the State under the other titles of the OAA. (20 CFR 641.302(h))
 3. Actions to coordinate SCSEP with other private and public entities and programs that provide services to older Americans, such as community and faith-based organizations, transportation programs, and programs for those with special needs or disabilities. (20 CFR 641.302(i))
 4. Actions to coordinate SCSEP with other labor market and job training initiatives. (20 CFR 641.302(j))
 5. Actions the State will take to ensure that SCSEP is an active partner in the one-stop delivery system and the steps the State will take to encourage and improve coordination with the one-stop delivery system. (20 CFR 641.335)
 6. Efforts the State will make to work with local economic development offices in rural locations.
- B. Describe the long-term strategy for engaging employers to develop and promote opportunities for the placement of SCSEP participants in unsubsidized employment. (20

CFR 641.302(e)) (Alternately, the State may discuss this in the State strategies section of strategic plan if submitting a Combined Plan.)

- C. Describe the long-term strategy for serving minorities under SCSEP. (20 CFR 641.302 (c))
- D. Provide a list of community services needed and the exact places where these services are most needed. Specifically, the plan must address the needs and location(s) of those individuals most in need of community services and the groups working to meet their needs. (20 CFR 641.330)
- E. Describe the long-term strategy to improve SCSEP services, including planned long-term changes to the design of the program within the State, and planned changes in the use of SCSEP grantees and program operators to better achieve the goals of the program. This may include recommendations to the Department as appropriate. (20 CFR 641.302(k))
- F. Describe a strategy for continuous improvement in the level of performance for SCSEP participants' entry into unsubsidized employment, and to achieve, at a minimum, the levels specified in OAA Section 513(a)(2)(E)(ii). (20 CFR 641.302(f))

III. Location and Population Served, including Equitable Distribution. States must:

- A. Describe the localities and populations for which projects of the type authorized by title V are most needed. (20 CFR 641.325 (d))
- B. List the cities and counties where the SCSEP project will take place. Include the number of SCSEP authorized positions and indicate if and where the positions changed from the prior year.
- C. Describe any current slot imbalances and proposed steps to correct inequities to achieve equitable distribution.
- D. Explain the State's long-term strategy for achieving an equitable distribution of SCSEP positions within the State that:
 - 1. Moves positions from over-served to underserved locations within the State in compliance with 20 CFR 641.365.
 - 2. Equitably serves both rural and urban areas.
 - 3. Serves individuals afforded priority for service under 20 CFR 641.520. (20 CFR 641.302(a), 641.365, 641.520)
- E. Provide the ratio of eligible individuals in each service area to the total eligible population in the State. (20 CFR 641.325(a))
- F. Provide the relative distribution of eligible individuals who:
 - 1. Reside in urban and rural areas within the State.
 - 2. Have the greatest economic need.
 - 3. Are minorities.
 - 4. Are limited English proficient.
 - 5. Have the greatest social need. (20 CFR 641.325(b))
- G. Describe the steps taken to avoid disruptions to service for participants to the greatest extent possible, when positions are redistributed, as provided in 20 CFR 641.365; when new Census or other reliable data becomes available; or when there is over-enrollment for any other reason. (20 CFR 641.325(i), 641.302(b))